EIM/ESM Release 4.0 Learning Sessions: *Instructions for Logging In*

The computer you now use to access EIM/ESM should be able to access the SDR Live Meeting session. Please note that you will need to:

1) *Temporarily turn off popup blockers for this site (if they are active on your computer)*
2) *Java Script is required for this session. Most EIM/ESM users already have Java activated*

<u>*Before the session:*</u> *Feel free to use the instructions below (starting with Step 2) to test your connection to the Live Meeting up to 24 hours before the meeting begins. You may want to share these instructions with your computer support contact to ensure your computer is configured correctly. If you have any questions, please feel free to call Virtual Gateway Customer Service at 1-800-421-0938.*

1. *Call the conference phone number (prior to your session start time):
    - **Dial** (Toll-free): 1-866-814-5245
    - **Enter** Pass Code on phone: 1915819#
    - **Wait** for leader to speak

    Important: This number can ***only*** be used during the day and time specified in your confirmation email. Do not try calling before or after your session. If you need help before or after your session, please call Virtual Gateway Customer Service.

2. Access the Internet link here: https://www.livemeeting.com/cc/dt/join.

    The Join Meeting login page will display.

3. Enter the following information on the Join Meeting page:
    Name: Enter your first and last name in the "**Name**" field
    Meeting ID: Please see below

Session Date	Agency	Meeting ID
2/28/08	DMH	r4dmh
2/28/08	DMR	r4dmr
3/4/08	DTA, DYS, MRC, ORI, VET	r4multi
3/6/08	DPH	r4dph1
3/10/08	DPH	r4dph2
3/11/08	All Agencies	r4all

Meeting Key: *Leave this field blank*
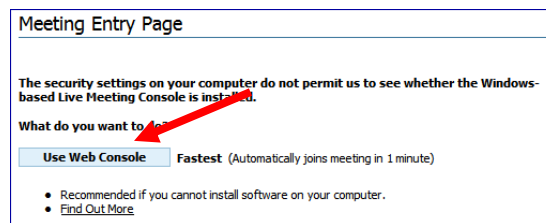

4. Click .

5. Enter the email address you used to register for this session in the "**Email**" field, enter your organization in the "**Company Name**" field, and click **Join.**

6. If a dialog box displays asking you to "Run," "Save," or "Cancel," click "**Cancel**." If this box does not display**, skip to the next step.**
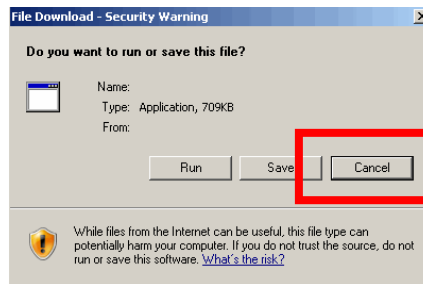
7. ***If*** you see the Meeting Entry Page, select .
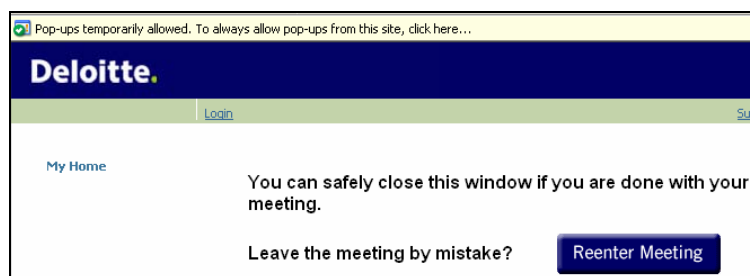

*A new window will launch the live meeting.*

Note: You may encounter popup requests at this point (similar to the example shown below). You will need to "Grant Access" or "Temporarily Allow Popups" in order to access this session. Once you allow popups, you will be asked again to select *.*

If you see the page below, click 'Reenter Meeting.'

8. Please be sure to maximize your window for best viewing results. Press the maximize button on the top-right hand of your window. It is the middle button.
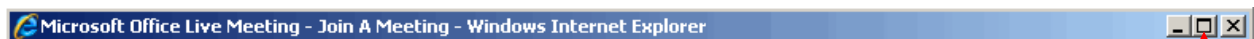
9. Please wait for the meeting leader to begin the session. There will be opportunities for you to ask questions during the session.

We hope you find the session informative and enjoyable!